

MEREDITH CAPITAL IMPROVEMENTS PROGRAM ADVISORY COMMITTEE MEETING MINUTES

Date: April 20, 2005

Members Present: Peter Brothers, Chairman
Bill Bayard, Vice Chairman, Planning Board Representative
Frank S. Michel, Selectmen's' Rep
Jack Carty, School Board Rep
Tony Candage
Lou Kahn, Alternate Planning Board Representative

Members Absent: Miller Lovett and Scott Nolan absent with notice

Present: Carol M. Granfield, Town Manager
Brenda L. Vittner, Director of Administrative Services

Public in Attendance:
Bob Flanders
Kate Potterfield, Reporter Meredith News

Call to Order: Chairman Brothers called the meeting to order at 7:00 pm, at the Meredith Police Department. First order of business was the review and acceptance of the minutes from April 13, 2004. Bill Bayard moved to accept the minutes as presented; Frank Michel seconded the motion. The Committee voted unanimously to accept the minutes as presented with one abstention, Jack Carty who was not present at the April 13, 2005 meeting.

Public Information Session: Chairman Brothers reviewed the purpose of having a Public Information Session. The discuss centered upon the ability of the public to have input during the CIP process and have the ability to bring projects forward or be able to make comments concerning on-going or proposed projects.

Committee Discussion: Jack Carty asked what the current threshold was for an item or project to be considered by CIP, and if the threshold could be changed to \$100,000. Chairman Brothers indicated the threshold was \$70,000 and that during the deliberations for the 2004 CIP recommendations there was a healthy and lengthy debate concerning the threshold and it was determined that the \$70,000 was appropriate. Chairman Brothers reviewed his letter of April 18, 2005. The purpose of the letter was to be very clear to Town and School officials the importance of updating all project ID forms.

1. Projects that have been scheduled must have submitted revisions to the costs estimates, proposed schedule changes or other backup information that are deemed necessary.
2. If cost estimates are old and not updated, it suggests to the Committee that the project may not be a high priority and therefore will run the risk that the CIP Committee may choose to either not further consider the request or to re-schedule it sometime later into the 6-year program.
3. Therefore, whether the project is unscheduled or not it is going to be critical to have updated dollars and conversations with supervisors to be sure that the CIP committee has the best available information possible.

Chairman Brothers was very clear that with the large number of projects facing the Town and School it becomes imperative that management coordinate the updating of projects and dollars and have them submitted to the CIP committee based upon the adopted meeting schedule. Jack Carty indicated that he would be sitting down the Phil McCormack, SAU #2 Superintendent and Trish Temperino, Assistant Superintendent to provide updated information as soon as possible. Frank Michel brought up the issue of the differences between the calendar year of the Town and the fiscal year of the School and when school projects may effect Town budgets. Kate Potterfield, the Meredith News asked if the upcoming Charette would have an impact upon projects? The general discussion was that the Charette could possibly cause the updating of currently scheduled projects, as well as the possibility of new projects that will require completed Project ID forms. Bob Flanders indicated strongly that all Project ID forms need to be updated as well as any new ID forms must proceed through the CIP process for consideration.

Space Needs Study Committee Update: Carol Granfield, Town Manager updated the CIP committee on the work of the Committee and the final Space Needs Report. Highlights of the report that are pertinent to the CIP committee include:

1. The Space Needs Study Committee, with 13 members began in December 2003 with a charge from the Board of Selectmen to “study the facilities of all Town departments, inventory the existing conditions, identify deficiencies in space, structure and function and specify needs for five years and twenty years, and provide a prioritized project list.”
2. The first priority that was identified by the completed December 6, 2004 report was the Police Department Building. The recommendation was for a building of approximately 9,300 sq. ft. needed immediately and approximately 11,200 sq. ft. in the next 20 years. Work has begun on identifying a site and preliminary site drawings on Town owned site located on Route 3 across from Ambrose Brothers. Test pits have been done. An RFP for architectural design is expected to go out in May. A committee will be organized by the Board of Selectmen to follow the project and prepare the project to be brought to Town meeting for March 2006.
3. The next priority is the Fire Department Building. The Space Needs Report indicates that the Fire Department needs an additional 7,000 sq. ft. to bring the total to 13,000 sq. ft. of needed space. Work is underway to identify the possibility of using the current downtown station site for expansion.
4. Third priority is Public Works Administrative area. One option is to utilize the current Police building to house Public Works Administration and Water & Sewer Administration. Also when the new Police station is built a new location for the Public Works sign shop needs to be found.
5. Town Hall is estimated to be ok for perhaps for up to 7 years, however the current facilities are split up between two buildings and has created other operational issues.
6. Parks & Recreation has the Community Center coming on line. Other items identified in the Space Needs report involved more maintenance and slight modifications the could be covered in operating budgets.
7. Water & Sewer will have major updates and will be presenting the Committee with an report pertaining to the Water System study that was completed in 2004. Other mandates will need to be identified and brought to the Committee.

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After the Town Manager's presentation, discussion continued relative to the Space Needs Study. Frank Michel pointed out that the Space Needs Study brought to the forefront that the Public Safety Building complex was not needed. Frank Michel continued that although the Police Station is the top priority, that it was not conclusive that it will be online for 2006. Chairman Brothers was pleased that Frank indicated that the item wasn't conclusive and that the Police Department building must go through the process identifying what the need is, what is the impact of building versus a delay in building and what are the constraints facing the project. Bob Flanders indicated that he is 100% behind the CIP process and that the Police Department Building will proceed through the CIP process. Frank Michel also indicated that health and safety issues may cause quantum leaps to move a project forward. However, due diligence in providing soft costs to move a project forward is prudent planning. Bill Bayard spoke to the thoroughness and quality of the Space Needs Report and how important the document is to the CIP committee. Chairman Brothers echoed the sentiment that lots of hard work was provided by the Space Needs Study Committee and that it is a good document to read and is available on the Town's website.

Adjournment: Chairman Brothers made a motion to adjourn at 8:45 pm. Frank Michel seconded the motion. All voted in favor of the motion.

Respectfully submitted,

Brenda L. Vittner

April 21, 2005

Approved: